

Helitrans - Requirements for Suppliers

Through our ethical guidelines and requirements for suppliers, Helitrans AS shall contribute to safeguarding the environment, human rights and a decent working life in our own business and our supply chains.

This responsibility also means that we follow up our suppliers, so that in our procurement we ensure that suppliers, the supplier's employees, and others associated with the supplier, respect international obligations for the environment, human rights and working life.

The following describes the minimum requirements set for all our suppliers, and it is a prerequisite that suppliers confirm that they meet these before a purchase agreement is entered into.

Each individual supplier is responsible for ensuring that they and their subcontractors, in turn, comply with laws and regulations in the countries in which they conduct business.

Helitrans AS will carry out risk assessments of all suppliers, and through follow-up (audit) especially of those suppliers we consider to be in a risk zone for breach of, or lack of, compliance with these provisions.

Human rights

Land areas and natural resources.

Suppliers must ensure that they do not contribute to destroying the resource and/or income base of marginalized population groups, for example by confiscating large areas of land or other natural resources that these population groups depend on.

This includes the entire production line from the extraction of raw materials to all goods included in the delivery.

Employee rights and working life standards.

Suppliers and their subcontractors must follow the International Labor Organization's basic conventions on freedom of association and the right to collective agreements.

Child labor.

Suppliers must not use child labor. This means that no children under the age of 15 should be used as labor, not even if local legislation allows this. Under no circumstances should children under the age of 18 be used for hazardous work, including night work. See the UN Convention on the Rights of the Child, ILO Conventions No. 138, 182 and 79, as well as ILO Recommendation No. 146.

Organizational law and collective bargaining.

The workers shall, without exception, have the right to join or establish trade unions of their own choice, and to bargain collectively.

The employer must not discriminate against trade union representatives or prevent them from carrying out their trade union work.

If these rights are limited by law, the employer must facilitate, and in no case prevent, parallel mechanisms for free and independent organization and negotiation.

See ILO Convention No. 87, 98 and 135 and 154.

Terms of employment, working hours and forced labor.

Obligations towards the workers, in line with international conventions and/or national laws and regulations on regular employment, must not be circumvented using short-term engagements (such as the use of contract workers, temporary workers and day workers), subcontractors or other employment relationships.

All workers are entitled to an employment contract in a language they understand.

The learning program must be clearly defined regarding duration and content.

No form of forced labor shall take place and employees shall be free to terminate their employment with reasonable notice.

Employees must not deliver a deposit or identity documents to the employer.

Working hours must be in line with national laws or industry standards and cannot exceed working hours in accordance with current international conventions. This applies to weekly working hours, the right to a weekly day off, limitation of overtime and the right to overtime pay. See ILO Convention No. 1 and 14.

Working environment, health, and safety.

Helitrans AS and its subsidiaries have a zero vision for accidents, and suppliers and their subcontractors must accordingly have a safe and healthy working environment for their employees.

Suppliers must systematically work for the health and safety of their employees. This means that measures must be implemented and followed up to reduce risk. Employees must have regular HSE training.

The workers must have access to clean sanitary facilities, clean drinking water and possibly also health-safe storage of food.

If the employer makes accommodation available to employees, this must be clean, secure, sufficiently ventilated and with access to clean sanitary facilities and clean drinking water.

Physical abuse, punishment or the threat of physical abuse must be prohibited. The same applies to sexual or other abuse, and various forms of humiliation.

See ILO Convention No. 155 and Recommendation No. 164.

No one shall be discriminated against because of ethnic origin, religion, age, disability, gender, marital status, sexual orientation, trade union membership or political affiliation.

Employees must be protected against sexually intrusive, threatening, insulting behavior and against discrimination or dismissal on unfair grounds

Anti-corruption, business benefits, gifts, etc.

Suppliers must not tolerate, and must oppose, all forms of corruption in both the public and private sectors. The suppliers shall not offer, solicit, give, accept, or receive bribes or other improper advantages for business or personal gain, either directly or indirectly, for themselves or others.

The suppliers shall prohibit the offer or receipt of business benefits, gifts, hospitality, expenses, or other benefits, which may constitute, or appear to constitute, undue influence.

Furthermore, the suppliers must not, directly, or indirectly, offer gifts to employees of Helitrans AS or its subsidiaries, or to any persons representing the company, or who are close to them, unless the gift is modest and appropriate in accordance with the time and place.

Hospitality such as social events, meals or entertainment may be provided if necessary for business purposes and the cost is within reasonable limits.

Travel expenses for persons representing Helitrans are paid by Helitrans. During contract negotiations, bids or award processes, all hospitality, gifts, or reimbursement of expenses, regardless of value, must be avoided.

Sanctions

Suppliers shall not do business with countries, groups, organizations or individuals subject to sanctions.

Fair competition

The suppliers must set high business ethical standards. This means that they must compete in an ethically responsible and honorable manner within the framework of the competition legislation that applies in the markets in which they operate. Suppliers with subcontractors must not participate in any form of illegal price collusion, market sharing or other practices that are contrary to the applicable competition legislation. If there is any doubt as to whether a measure or a decision is compatible with current competition legislation, this must be clarified before proceeding.

Finance and tax

Suppliers must commit to accurate and verifiable accounting, and to comply with applicable laws and regulations for this, payment of tax, money laundering and other transactions.

Climate and environment

We encourage our suppliers to obtain certification in environmental management. Recognized systems in Norway are IS140001, EMAS and Environmental Lighthouse (Miljøfyrtårn).

Suppliers must take environmental considerations into account throughout the production and distribution chain. This applies to both local, regional, and global environmental aspects. For example, loss of biological diversity, long-term damage to ecosystems, pollution that can affect the climate or damage caused by the use of chemicals.

Suppliers must ensure acceptable waste management and work towards phasing out the use of non-renewable resources. Predation must not be carried out in the local environment at the production site, and care must be taken so that it is not damaged by pollution.

National and international environmental legislation and regulations must be complied with, and where necessary, relevant emission permits must be obtained.

Harmful chemicals and other substances must be managed in a responsible manner.

Handling of cases of doubt, notification, and breach of rules.

If suppliers are in doubt about anything in the guidelines, they can contact their contact person at Helitrans AS, or info@helitrans.no

If suppliers discover violations of the rules, in their own or others' operations, this must be notified to Helitrans AS.

The consequences of breaking the rules can lead to demands for compensation, disqualification as a supplier and possibly reporting to the authorities.